

187—18.13(17A,535B) Standards for approval of live classroom courses. The administrator may approve live classroom courses, subject to the following requirements:

18.13(1) The course application shall be accompanied by a comprehensive course outline that may include:

- a.* Description of course.
- b.* Purpose of course.
- c.* Level of difficulty.
- d.* Detailed learning objectives for each major topic that specify the level of knowledge or competency the student should demonstrate upon completing the course.
- e.* Description of the instructional methods utilized to accomplish the learning objectives.
- f.* Copies of all instructor and student course materials.
- g.* Description of the plan in place to periodically review course material with regard to changing federal and state statutes.

18.13(2) The provider must agree to provide a certificate of completion only to individual registrants who have satisfactorily completed the course. “Satisfactorily completed the course” means the individual was present for at least 80 percent of instruction time.